November 6, 2000

Lt. Governor Dave Maurstad
Chair, Nebraska Information Technology Commission

Subject: Project Status Reports

Section 86-1510 requires the Chief Information Officer to report the status of enterprise projects
to the NITC, the Governor, and the Legislature. Section 8 of LB 1349 also requires semi-annual
progress reports for enterprise projects funded through the Information Technology
Infrastructure Fund.

In June, the NITC adopted guidelines for project status reporting. The guidelines apply to all
non-education state agencies and any projects using funds appropriated from the Information
Technology Infrastructure Fund. Presently, the Nebraska Information System is the only
recipient of funds from the ITIF.

The CIO requested that three projects begin using the project status reports after their adoption in
June. These include the Nebraska Information System (NIS), the Retirement automation project,
and CHARTS / SDU. In addition, the Legislative Fiscal Office and Budget Division directed the
Nebraska Educational Telecommunications Commission to follow the Project Status Reporting
format for quarterly reports required in Section 68 of LB 1217. On October 3, the CIO sent
requests to fifteen state agencies that might have projects meeting the requirements for project
status reporting. Presently, four agencies are reporting on projects, including the NETC, which
submitted reports on eight projects.

A project management web site is available at httP://www.nitc.state.ne.us/imm/. It includes a
range of project management information, in addition to password-protected access to project
status reports. These reports are available to the Office of the NITC / CIO, Legislative Fiscal
Office, and Budget Division.

A summary of available information regarding these projects is attached. The most recent project
status report for the NIS project is also attached. As suggested by members of the NITC at its last
meeting, the summary addresses the need for milestones for these projects. Please contact me, if
you have any questions.

Sincerely,

Steve Schafer
Chief Information Officer

Attachments

Nebraska Information System

The Steering Committee for NIS met three times since June. Work focused on developing a project charter. The finished document, including cost estimates is available at the NIS web site (http://www.das.state.ne.us/nisl ro.ectlcharter.htm). The charter includes objectives for eliminating duplicative administrative systems and retiring existing enterprise administrative systems. Carefully worded footnotes provide guidelines for determining when it is cost effective to retain unique, agency-owned systems. June 30, 2005 is the target date for accomplishing these objectives. At the September 22 meeting of the Steering Committee, the Legislative representative raised questions about the schedule and pulling people off of the NIS project to assist another agency's project (CHARTS). Those issues appear to be resolved.

The project manager for NIS has prepared a detailed work plan through vendor selection. A copy is available on the NIS web site. The Gantt chart shows the RFP will be issued on December 8. Scripted demonstrations would begin April 1 0, and a contract would be signed May 2. A timetable and process for NITC review is under discussion. So far, the project is moving forward in a manner that addresses the issues identified by the Technical Panel last February:
1. Stakeholders' involvement and acceptance is essential for the success of this project;
2. The implementation plan must address a timetable for incorporating agency participation;
3. The Technical Panel concurs with the decision of the steering committee to use an RFP
        for the selection of a vendor;
4. The RFP and vendor selection process must allow for participation of all agencies;
5. The RFP must articulate the e-govemment and e-commerce aspects of the project.
6. The process for selecting the vendor must document the technical impact, including network,
        desktop requirements, server hardware and software, database and support, ad hoc
        queries, and printing options;
7. The Technical Panel will review the project prior to contract award.

Last April the NITC adopted the following resolution regarding NIS development. These directives will serve as the basis for developing a review process for the NIS.
1. The Department of Administrative Services is authorized to expend funds appropriated in LB
        1217 (2000) Section 65 for work relating to vendor selection, project management, and
        preparation of a detailed project plan to guide implementation.
2. The Technical Panel shall review the following documents relating to the NIS: a) the request
        for proposal, b) the project implementation plan, and c) quarterly status reports. The
        Technical Panel shall report its findings to the project sponsor and the NITC. (The
        Technical Panel shall provide a written recommendation to the NITC, review and provide
        input in the vendor selection process, and provide regular reports on the project to the
        NITC. Compatibility with other systems is crucial.)
3. NITC approval of the project implementation plan is required, prior to further expenditure of
        funds for the NIS.
4. The implementation plan shall include, but not be limited to, objectives, scope, financial plan,
        change management, project management and project team, timetable and milestones,
        and technical requirements.

Nebraska Public Employees Retirement Systems Strategic Business Technology Plan

The project status report for the quarter ending September 30 indicates that Phase II of the project is on schedule, within budget, and on target to meeting objectives and requirements. There are no issues that pose additional risk or problem areas encountered. Accomplishments during this reporting period include:

1. Issued Request for Proposal for an electronic document image management system (EDIMS)
2. Initiated EDIMS proposal evaluation process 3. Completed initial reengineering activities
4. Conducted site visits to Colorado PERA, Nevada PERS, and First National Bank of Omaha
5. Conducted vendor presentations at NPERS of comprehensive integrated information systems
6. Continued with requirements definition process for a comprehensive integrated information system
7. Initiated data purification project guidelines and requirements definition process
8. Implemented basic process tracking database

CHARTS

The CHARTS / SDU Integration Steering Committee meets bi-weekly. Meetings have focused on updates to the following components of this multi-faceted program:
   1. PWORA
   2. FSA 88
   3. SDU
   4. Douglas County implementation
   5. Data conversion
   6. Change management, including district court clerk requirements
   7. Customer service center

The Steering Committee meetings provide a forum to identify areas of concern and focus attention on potential problems. At the request of the Steering Committee, Tom Conroy of IMServices led an effort to prepare a comprehensive work plan covering all components of CHARTS / SDU integration. The work plan listed major milestones and interdependencies. It identified several items that needed further analysis and coordination among the components. A copy of the Gantt chart is attached. It is still being revised.

Because of missed deadlines, the federal government is requiring the State of Nebraska to conduct independent verification and validation (IVY) reviews of the CHARTS project every six months. Pursuant to a memorandum of agreement with the state Department of Health and Human Services, the CIO is conducting a competitive selection process for a qualified vendor. Three vendors responded with bids on May 31. Those were rejected as too expensive and not responsive to the RFP. A revised RFP was issued on June 23, which clarified the scope of services and made other changes to control price.

Five firms responded to the RFP. The selection committee interviewed the top two candidates. Because of concerns with both proposals, we requested revised proposals. Both firms responded with best and final offers. We selected TRW, which will be on-site the week of November 6.

They will provide their first review by December 4. There will be subsequent reviews every six months. The reviews will examine the following topics:
1. Project estimating and scheduling
2. Project personnel
3. Quality assurance
4. Configuration management
5. System capacity
6. Stakeholder buy-in

Nebraska Educational Television Commission

The table, below, summarizes the status of the eight projects at the NETC:

Project Title	Project Status			Comments
	On Schedule	Within Budget	Meeting Objectives	
Program 916 Public Radio Construction	Yes	Yes	Yes	Changes to imprqve reception raised the Construction project cost from the original $165,000 to $199,000. Insufficient funding is all that has delayed this project so far.
Program 917 FM Antenna Damage Repair	Yes	Yes	Yes	Poor weather slowed the installation at sites. Project is complete.
Program 911 Satellite Transponder	Yes	Yes	Yes	The transition to the new satellite transponders was completed during the month of January 2000. The service has been performing satisfactorily.
Program 911 D TV Project	Yes	Yes	Yes	An updated version of the production plan is due Dec 2000.
Program 910 Transponder Lease/Purchase	Yes	Yes	Yes	This program included the funding for the satellite transponder used by NETC prior to February 2000. No additional construction activity will occur within this program, and all remaining funds will be transferred to the D TV project (program 919).
Program 901 Satellite System	No	Yes	Yes	The scale and number of projects had caused slow progress prior to 1 Ju11999, Since 1 Jul 1999, NETC Engineering has had a Distance Learning Services (DLS) Team specifically assigned to all Neb*Sat field systems. This team has made significant progress in both the maintenance and installation of distance learning related systems throughout Nebraska.
Program 918 Falls City Translator Tower	No	No	No	Now that the insurance report has been received, NETC is assessing options to obtain funding. It is expected that a plan of action will be in lace within the next month.

Project Status Report

Agency: Department of Administrative Services	**Date:** September 1,2000
Contact Name: Tom Conroy	**Phone / E-mail**: 471-2123 Tconroy@notes.state.ne.us
Project Title: Nebraska Information System	
Type of Project or Phase (e.g. Feasibility Study or Development): Vendor Selection of an ERP system	
Reporting Period: June through August, 2000	

Is Project:

On Schedule or Ahead of Schedule?   Yes   X No
Within Budget?   Yes   X No
On Target to Meet Objectives and Requirements?   Yes   X No

FINANCIAL STATUS and SCHEDULE
Approved Budget at Completion (all funds): $29.7 Million est.   **Date of Last Revision**: N/A
Approved Completion Date: TBD   **Date of Last Revision:** N/ A
Project Costs to Date (all funds): $20,855.37
Budgeted Cost of Work Scheduled (if available):
Actual Cost of Work Performed (if available):
Other indices of Pro'ect Status if available):

ISSUES
    No significant issues have been encountered.

CURRENT STATUS

Accomplishments
The project team continues to meet with interested vendors. The high level of interest from the vendor community is encouraging. Several of the vendors have indicated that they will hold informational sessions in Lincoln so that state employees can learn more about their products. These sessions are not sponsored or required by the NIS project. They are, however, a good opportunity to become familiar with the capabilities that NIS will bring to state government processes.

The project team has been researching sources of independent assistance to help with the evaluation of RFPs. We have not yet determined if such assistance will be required.

Jeff has been meeting with agency directors and senior staff to discuss NIS project priorities and requirements. The predominant themes from agencies are recognition that the current systems do not meet their needs and affirmation that changes are overdue. Most have also indicated their willingness to participate even though it will be difficult for them to release staff to the NIS project

The draft NIS project charter was reviewed with the steering committee and comments have been incorporated.

Tom gave a brief presentation at the finance officers meeting to introduce the group to NIS and to the opportunity to implement more effective administrative business processes.

Problem Areas:
No significant problems have been encountered.

PLANS FOR NEXT PERIOD

Milestones / Tasks:

Continue the agency outreach efforts with directors.
Publish the vendor selection project plan.
Acquire the resources to execute the plan.
Be in to draft the RFP

NIS Selection Project - Progress Gantt
(This chart will be distrubted at the Nov. 6 meeting)

NIS Selection Project - Progress Gantt
(This chart will be distrubted at the Nov. 6 meeting)

Agency:	NPERS	**Date:**	10-6-00
Contact Name: Anna J. Sullivan		**Phone / E-mail:** 471-2056	
Project Title: NPERS Information Technology Project			
Type of Project or Phase (e.g., Feasibility Study or Development): Phase II			
Reporting Period: July 1, 2000 – September 30, 2000			

Is Project: **On Schedule or Ahead of Schedule?**   Yes **_X_**   No ___

  Within Budget?   Yes **_X_**   No ___

  On Target to Meet Objectives and Requirements?   Yes **_X_**   No ___

A.   FINANCIAL STATUS and SCHEDULE

Approved Budget at Completion (all funds) $4,237,646 FY00-01; $16,274,129 thru 2004 (approx)
Date of Last Revision _April 2000 (as approved by Legislature & Governor)
Approved Completion Date _(estimated to be Oct. 2004) Date of Last Revision _____

Project Costs to Date (all funds) _Phase I (Tech Plan Development) $72 600; Initial Projects $118,004; FY 2000-01 1st quarter $209,052 (see attached)
Budgeted Cost of Work Scheduled (if available) _____
Actual Cost of Work Performed (if available)   _____
Other indices of Project Status (if available)   _____

B.   ISSUES

(Identify any issues that pose additional risk to the project. Document any revisions to the project budget or schedule during the reporting period. Describe any changes to the project's objectives or requirements.)
None.

C.   CURRENT STATUS

Accomplishments

(Briefly describe progress on major milestones and tasks during the reporting period.)

1. Issued Request for Proposal for an electronic document image management system (EDIMS)
2. Initiated EDIMS proposal evaluation process
3. Completed initial reengineering activities
4. Conducted site visits to Colorado PERA, Nevada PERS, and First National Bank of Omaha
5. Conducted vendor presentations at NPERS of comprehensive integrated information systems
6. Continued with requirements definition process for a comprehensive integrated information system
7. Initiated data purification project guidelines and requirements definition process
8. Implemented basic process tracking database

Problem Areas:

(Briefly explain any problems encountered and corrective actions, especially those that affect the critical path.)

None at this time

D.   PLANS FOR NEXT PERIOD

Milestones / Tasks:

1.   Select vendor and issue contract for imaging system
2.   Develop detailed imaging system design and project plan in collaboration with selected

vendor
3. Acquire and install imaging hardware and software
4. Complete requirements definition process for a comprehensive integrated data processing system
5. Issue request for proposal for a comprehensive integrated data processing system
6. Develop detailed requirements for Internet calculator/web page redesign
7. Discuss and resolve operations and support requirements with IMS for planned systems

E. ATTACHMENTS

Attached are copies of the individual project costs within the overall project and a total sheet by expense code.

CHARTS/SDU Steering Committe - CSE Milestone Gantt
 (This chart will be distrubted at the Nov. 6 meeting)

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